



## Special Education Child Count

### Field Specifications for File Importing Into the December 1, 2007 Child Count

***Please format this year's child count data in ASCII comma delimited format without a header row. This file must be stored on your c: drive in a folder called temp for the import function to work properly.***

FieldName	FieldType	Format	Length	Example
LE	Text	"9999"	4 Char	"0861"
SchoolCode	Text	"9999"	4 Char	"1775"
SchoolName	Text	"AAAAAAA"	40 Char	"Absarokee 7-8"
StudentInitials	Text	"AAA"	3 Char (cannot be <>3 char)	"AAA"
BirthDate	Date	MM/DD/YYYY	Date with 4 Char Year	"04/25/2002"
Gender	Text	"M" or "F"	1 Char	"M"
LEP	Boolean Yes/No	1=yes; 0=no		"0" or "1"
Duplicate	Boolean Yes/No	1=yes; 0=no		"0" or "1"
Grade	Text	"AA"	2 Char	"PK"
Race	Text	"AA"	2 Char	"01"
SettingOfService	Text	"AA"	2 Char	"14"
ServicePlan	Boolean Yes/No	1=yes; 0=no		"0" or "1"
DisabilityCD	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityHI	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityDE	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilitySL	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityVI	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityED	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityOI	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityOH	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityLD	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityDB	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityDD	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityAU	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityTB	Text	1=yes; 0=no	1 Char	"0" or "1"
DisabilityCW	Text	1=yes; 0=no	1 Char	"0" or "1"
StateFY	Text	"2008"	4 Char	"2008"
StateID	Text	"999999999"	9 Char	"123456789"

### Database Relationship Rules

**Duplicate** - The database relationships are set up to NOT accept a duplicate student in a school - that is, more than one student with the same State ID, SchoolCode, Initials, Birthdate, Gender, Race, StateFY. If there is a situation that fits this criteria, such as twins who attend the same school, and have the same

initials, and are of the same gender, the rule may be overridden by checking the “Duplicate” Yes flag for the second student.

The system will not allow importing of students with all the same criteria listed above unless the duplicate Yes flag is set.

### **New This Year**

**NEW REQUIRED FIELD: State ID** This is a student identifier that is unique to a student in the State. State IDs have been assigned to all students in all schools in the state by the new Achievement in Montana (AIM) system. For additional information on AIM, see <http://opi.mt.gov/ITProjects/AIM.html>. For additional information, please contact Sara Loewen at (406) 444-3494 or Nicole Weissman at (406) 444-3495.

**The disability code CW (child with disabilities)** This code will continue to be included until all students who were reported with CW prior to December 2005 turn 6 years old, which will be December 2008.

**Preschool Outcomes Data - NOT TO BE IMPORTED** Although this is a new data requirement and is being collected in the Child Count application, this data will not be imported. After a district has successfully imported child count data, and has reviewed the imported data for accuracy, the district must then enter preschool outcomes data for all students ages 3-5 and some 6 year olds reported in the application who meet the criteria (see accompanying memo).

### **Other Data Integrity Rules**

1. For students with a “CW” or “DD” disability code, the birth date must be 12/02/2000 or later (younger than 6 years old on the December 1, 2007, Child Count date).
2. Setting of Service Codes 01, 02, 03, 21, 22, 08, 09, and 10 are only valid for students whose birth dates are 12/01/2000 or earlier (6 years or older on the December 1, 2005, Child Count date).
3. Setting of Service Codes 23, 24, 25, 26, 16, 15, 13, and 27 are only valid for students whose birth dates are 12/02/2000 or later (younger than 6 years old on the December 1, 2007, Child Count date).
4. A Student cannot be entered into the system if the student’s birth date is 12/01/2003 or later (younger than 3 years old on the December 1, 2007, Child Count date) or 12/02/1984 or earlier (older than 22 year old on the December 1, 2007, Child Count date).
5. StateID must be a 9 digits unique number that can not begin with zero (0).

### **Code Descriptions for Clarification**

***LE:*** (REQUIRED FIELD) Legal Entity of the District. Must be 4-digit number (example: “0005”).

***SchoolCode:*** (REQUIRED FIELD) School Code of the school within the district. Must be 4-digit number (example: “1525”).

***SchoolName:*** (REQUIRED FIELD) This is an informational text field used to verify where the data came from (example: “Parkview School”).

***StudentInitials:*** (REQUIRED FIELD) Student Initials MUST BE 3 characters in length. If the student has no middle initial, use the letter X (example: “AXF”).

**BirthDate:** (REQUIRED) Student birth date must be a valid date with the following format MM/DD/YYYY (example: "04/03/1997").

**Gender:** (REQUIRED FIELD) Report "M" or "F". DO NOT report "Male" or "Female" (example "M").

**LEP:** (Optional Field) Use if the student is limited English proficient (yes="1", no="0").

**Duplicate:** (Optional Field) Use to override duplicate validation if more than one student is entered with same SchoolCode, Initials, Birthdate, Gender, Race, StateFY (see description above under *Database Relationship Rules*).

**Grade:** (REQUIRED FIELD) Grade Description is informational. The grade must be exact (example: pre-kindergarten MUST be "PK", first grade MUST be "1" not "01").

Grade	Grade Description
PK	Pre-Kindergarten
K	Kindergarten
P1	Pre-Grade 1
1	Grade 1
2	Grade 2
3	Grade 3
4	Grade 4
5	Grade 5
6	Grade 6
7	Grade 7
8	Grade 8
9	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

**Race:** (REQUIRED FIELD) Race Name is informational. The race field must be filled with one code (example: "01")

Race	Race Name
01	American Indian/Alaska Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

**SettingOfService:** (REQUIRED FIELD)

Setting of Service code must be reported from one of two sets based on the student's age on the December 1, 2007, Child Count date (example: "01"). See accompanying setting of service document.

**Students Ages 6-22**

Setting of Service	Setting of Service Name
01	Regular Class
02	Part-time Special Education
03	Full-time Special Education
21	Separate Day School (public/private)
22	Residential Facility (public/private)
08	Homebound/Hospitals
09	Correctional Facilities
10	Private Schools (parentally placed)

**Students Ages 3-5**

Setting of Service	Setting of Service Name
23	Early Childhood Regular Setting at least 80%
24	Early Childhood Regular Setting from 40% to 79%
25	Early Childhood Regular Setting less than 40%
26	Separate Class
16	Separate Day School
15	Residential Facility
13	Home
27	Service Provider Location

**ServicePlan:** (Optional Field) Use if the student attends a private or home school and is receiving services from the school in accordance with a Services Plan.

**Disability:** (AT LEAST ONE DISABILITY CODE REQUIRED)

Report all disability codes that the student qualifies under with a 1 ("1"=Yes) and place a 0 ("0"=No) for all other disability codes. Note: DD is a new code this year (see explanation above under *New This Year*).

Disability	Disability Name
AU	Autism
CD	Cognitive Delay
CW	Child with Disabilities
DB	Deaf-Blindness
DD	Developmental Delay
DE	Deafness
ED	Emotional Disturbance
HI	Hearing Impairment
LD	Learning Disability
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Speech-Language Impairment
TB	Traumatic Brain Injury
VI	Visual Impairment

**StateFY:** (REQUIRED FIELD) State Fiscal Year for this Child Count is 2008 (example: "2008")

**StateID:** (REQUIRED FIELD) State ID is the same ID assigned by the AIM system to the student. (example: "123456789") Must be a unique 9 digit number that does not start with zero (0). "999999999" will no longer be accepted.